

**To:** Goodrick, John[Goodrick.John@epa.gov]  
**From:** Griswold, Hays  
**Sent:** Thur 9/17/2015 4:01:59 PM  
**Subject:** Re: Vehicle request form

I was referring to the form Christina said was the wrong form in her Sep. 16 email in the series below...what did she mean? What is the correct form we all need to know...

Thank much for your efforts...

Hays

Sent from my iPad

On Sep 17, 2015, at 9:53 AM, Goodrick, John <[Goodrick.John@epa.gov](mailto:Goodrick.John@epa.gov)> wrote:

Hays

I went to third floor first and they said they were unfamiliar with the form and to talk to Christine Portillos.

Christine said there is no hurry on filling out the cost comparison worksheet, as long as it is completed before vouchering. I do not have access to CONCUR....and she said that I would need access to CONCUR and that it would probably be too complicated for me to fill out, better by you. There is also an sample cost comparison worksheet already filled out to use as an example.

I will work with Barb Thomas to see if she can find these worksheets and to forward the blank and sample work sheets to you and to copy me (in case I can be of further help).

That is it for now.

John

**From:** Griswold, Hays  
**Sent:** Thursday, September 17, 2015 9:27 AM  
**To:** Goodrick, John  
**Subject:** Re: Vehicle request form

Thanks, I am sure you are learning a lot more about this than you care to know...

Hays

Sent from my iPad

On Sep 17, 2015, at 9:25 AM, Goodrick, John <[Goodrick.John@epa.gov](mailto:Goodrick.John@epa.gov)> wrote:

I'll go down and check with them...and let you know

**From:** Griswold, Hays  
**Sent:** Thursday, September 17, 2015 9:04 AM  
**To:** Goodrick, John  
**Subject:** Re: Vehicle request form

John there seems to another form mentioned in this dialogue that infrastructure needs can you check into this and provide if you haven't already?

Thanks

Hays

Sent from my iPad

On Sep 16, 2015, at 4:26 PM, Portillos, Christine <[Portillos.Christine@epa.gov](mailto:Portillos.Christine@epa.gov)> wrote:

Hays,

My goal is to ensure (R8) travelers are following EPA travel policy regarding privately owned vehicles, and as I mentioned in my earlier email adequate supporting documentation is necessary for full POV reimbursement. I also want you to understand you'll be reimbursed you'll receive either the full reimbursement of (\$1254.00) or partial of (\$506.00) whichever is applicable for this particular trip. Ultimately, it's the travelers responsibility to ensure accuracy of claims on their travel authorizations and travel vouchers. Therefore, as your travel preparer it's our responsibility to ensure that we provide travelers with guidance to ensure adherence to policies.

Just so you're aware today a traveler (traveling to Durango/Silverton) has received notification from the Cincinnati Finance Center (CFC) requesting that the traveler provide a cost comparison worksheet for applicable reimbursement for use of a POV instead of a common carrier. They're also requesting that the TA states that costs will not exceed the cost of common carrier transportation plus per diem. I've called CFC and explained your circumstances and according to CFC EPA travel policy still applies. As a result prior to completing your travel voucher whether you receive full or partial POV reimbursement you'll have to provide a cost comparison worksheet and depending on the results you'll be reimbursed the lesser of the two. Please refer to RMDS 2550B EPA Travel Policy page 38 for additional guidance you can also find an example of the worksheet on page 73.

As far as the vehicle request form is concerned this is an R8 requirement and has been agreed upon, and as long as the travel preparer is provided with the correct vehicle request form with accurate information the travel preparer will be able to support the TA/TV for POV reimbursement.

Lastly, Laura Williams has sent the email below approving the use of a POV so I will ensure that her email is attached to the TA/TV for supporting documentation along with your cost comparison worksheet so when CFC receives your TV for payment they can refer to the documentation. If you need any further assistance please feel free to contact me.

Thank you

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**From:** Williams, Laura  
**Sent:** Wednesday, September 16, 2015 8:42 AM  
**To:** Griswold, Hays  
**Cc:** Portillos, Christine; Goodrick, John; Ostrander, David; Way, Steven; Martinek, Jeanne; Werner, Phillip; Bielenberg, Ben  
**Subject:** Re: Vehicle request form

I am tired of this continuing issue /dialogue. I'm at a point that I'd rather reimburse my staff for their POV usage out of my own pocket than continue the discussion. If there is absolutely NO flexibility to allow logic or common sense to be used in interpreting the requirements for GOV usage and POV, then so be it.

I fully agree with the rationale that Hays has articulated in the email below and approve reimbursement at the full rate for use of his POV. Please advise if this is not sufficient to allow you to fully reimburse Hays for use of his POV. I will follow up appropriately. Respectively, lw

Sent from my iPhone

On Sep 16, 2015, at 8:22 AM, Griswold, Hays <[Griswold.Hays@epa.gov](mailto:Griswold.Hays@epa.gov)> wrote:

Rental vehicles are not allowed off road unless they have changed the wording in their contracts if they are damaged I may be personally liable the government has discretion to decide and I don't want that liability...I am insured in my vehicle. Rental SUVs do not have adequate tires for the roads that I am on that is why we have a floor jack stationed at the command post for all the tire changing that goes on. I have the right tires (very expensive) which is why I have not ever had to use my spare plus I have two spares just in case because nothing is infallible. I grew tired of changing government vehicle tires years ago especially out in the middle of nowhere.

A flat tire or failed brakes at the wrong time could send a vehicle down a very steep embankment along any of these roads.

Also the ATVs are already overcommitted and used be other OSCs and USCG (they arrive in cars...totally inadequate) personnel to run hither and yon for errands or checking on things and I cannot tie one up all day at the mine.

If I have to pay for my own safety so be it...I know you do not understand the circumstances.

Thanks

Hays

Sent from my iPad

On Sep 16, 2015, at 7:57 AM, Portillos, Christine <[Portillos.Christine@epa.gov](mailto:Portillos.Christine@epa.gov)> wrote:

Hays,

I understand and your safety is very important however, as you're aware you can also fly to Durango and rent a vehicle and/or rent a vehicle to drive there. Also, I believe a determination was made for safety purposes that the UTV/ATV's were to be used when traveling to the site.

The request form that John Goodrich submitted is not the correct vehicle request form. The form needed to support full POV reimbursement is the form provided by Infrastructure and Jeanne Martinek should sign off on it. We need to ensure for audit purposes especially for Gold King Mine Release that all reimbursements are supported adequately with the correct documentation.

If you have further questions please feel free to contact me.

Thank you

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**From:** Griswold, Hays  
**Sent:** Tuesday, September 15, 2015 5:58 PM  
**To:** Portillos, Christine  
**Cc:** Werner, Phillip; Goodrick, John  
**Subject:** Re: Vehicle request form

The ER vehicles are either out of commission, in Silverton, or spoken for, the vehicles in infrastructure do not have adequate tires, ground clearance, or adequate low range four wheel drive for the steep descents of the roads without possible brake failure. Safety is first and foremost.

Hays

Sent from my iPad

On Sep 15, 2015, at 5:32 PM, Portillos, Christine <[Portillos.Christine@epa.gov](mailto:Portillos.Christine@epa.gov)> wrote:

Hello all,

What about EPR's emergency response vehicles? What vehicle in Infrastructure were you looking at to assess that it wasn't appropriate for your travel?

Christine Portillos

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**From:** Griswold, Hays  
**Sent:** Tuesday, September 15, 2015 12:15 PM  
**To:** Werner, Phillip  
**Cc:** Portillos, Christine; Goodrick, John  
**Subject:** Re: Vehicle request form

I checked with John Goodrick to see if he could run this around...

Thanks

Hays

Sent from my iPad

On Sep 15, 2015, at 11:34 AM, Werner, Phillip  
[Werner.Phillip@epa.gov](mailto:Werner.Phillip@epa.gov) wrote:

I still need a vehicle request form stating why the vehicle does not work for this trip and signed off on by the 3<sup>rd</sup> floor

**Phillip Werner**

**Financial Management Specialist**

**EPA Region 8 TMS**

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